



WORKFORCE DEVELOPMENT COORDINATOR

About the Organization: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

B1C’s Workforce Development (“WD”) program teaches the skills newcomers need to earn a living wage and become self-sufficient contributors to our local economy and community. The program includes a Skills Development program that offers stackable jobs skills training in growth industries, vocational English instruction that is tailored to each skill track, and a Hiring Site that provides job placement assistance.

Position: The **Workforce Development Coordinator** will support the Workforce Development team and coordinate a variety of department activities. This 20 hour per week part-time position reports to the Workforce Development Director and requires early evening coverage.

Primary Duties:

- Connect with local businesses to promote WD courses to their employees & place program graduates
- Contact potential participants from B1C’s internal interest list and provide program information as needed
- Help potential participants assess their skills and register for appropriate courses
- Prepare course materials and update program bulletin boards on a weekly basis
- Track course attendance, employment placement and retention outcomes for program participants
- Develop effective relationships with program participants and maintain regular contact to monitor job placement and growth within the local workforce
- Organize, plan and execute workforce development events and workshops
- Perform data entry and create reports in Salesforce database for all program workshops and activities

Required Qualifications:

- Associate’s degree required; bachelor’s degree preferred
- Experience in a social service or customer service setting required
- Verbal proficiency in Spanish required (for phone calls to Spanish speakers); Haitian Creole a plus
- Strong proficiency with Microsoft Office software
- Experience with Salesforce or another database system a plus
- Effective time management skills
- Strong interpersonal skills, including a patient, welcoming and positive attitude
- Belief in the organization’s mission and goals, with strong commitment to the empowerment of low-income immigrant populations

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org. Resumes without a cover letter will not be reviewed; no telephone calls please.

Building One Community is an Equal Opportunity Employer